

# Using Charts and Tables with PowerPoint 97

## What you will learn from this lesson

With PowerPoint 97 you will:

- Create slide layouts for tables and charts.
- Create an organization chart.
- Use a table to display information.
- Change the size of a chart.
- Create a pie chart.

## What you should do before you start this lesson

Developing a presentation look with PowerPoint 97

1. Open PowerPoint 97.
2. Start a new presentation.

## Exploring the lesson

Using PowerPoint 97, you present your ideas with pictures, graphs, and charts to emphasize your important points. This lesson uses a sample presentation on how a law is made within the framework of Congress. The text for these presentations is taken from a publication available on the Internet at <http://thomas.loc.gov/home/lawsmade.toc.html>, created by the Parliamentarian of the U.S. House of Representatives.

### Creating slide layouts for tables and charts

The built-in slide layouts make it easy to combine text with charts and tables in your presentations.

Creating a new title slide

1. On **New Slide**, click **OK** to open **Title Slide**.
2. Click **Click to add title**, and type *Congressional Information*.
3. Click **Click to add sub-title**, press ENTER

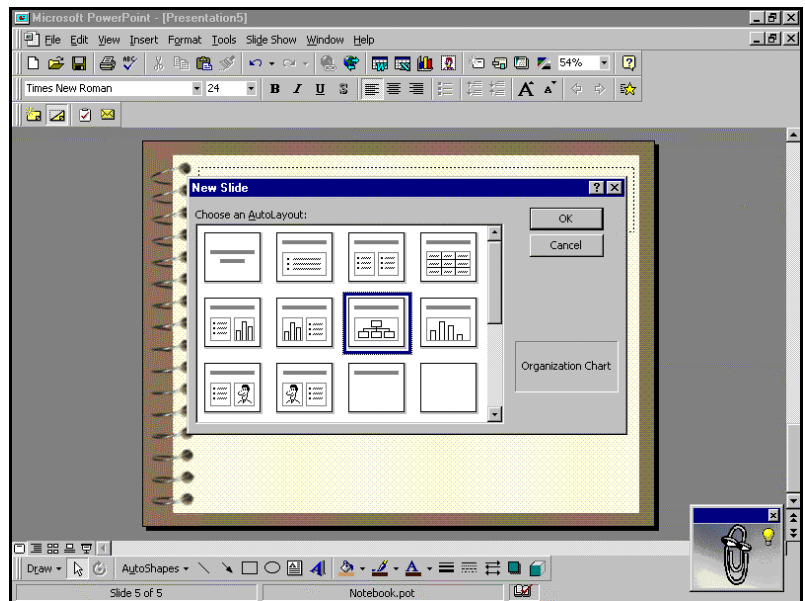
4. Type *Based on the 105th Congress*.
5. On the **Format** menu, click **Apply Design**.
6. On the **Presentation Designs** tab, click **Notebook.pot**, and then click **Apply**.
7. On the **File** menu, click **Save**, and type *House Organization*.

### Creating an organization chart

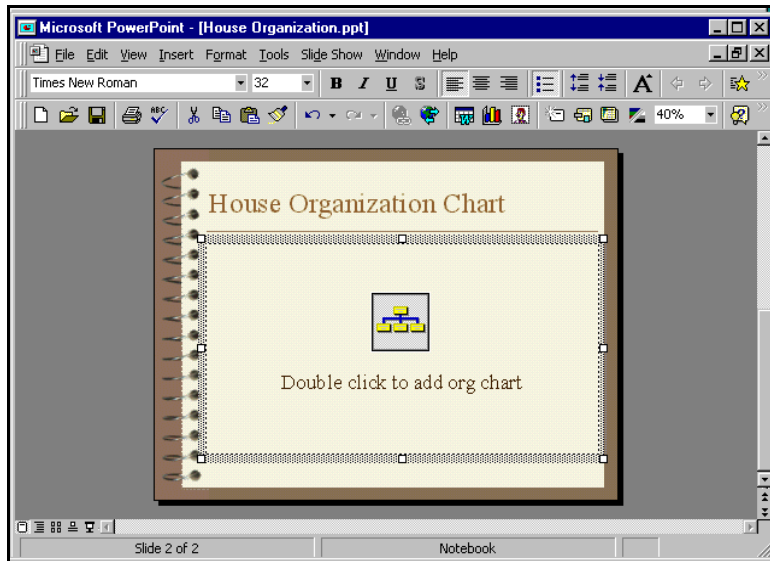
Using the organization chart template you can quickly and easily create one.

Creating a new slide for an organization chart

1. On the **Insert** menu, click **New Slide**.
2. Double-click the **Organization Chart** AutoLayout.

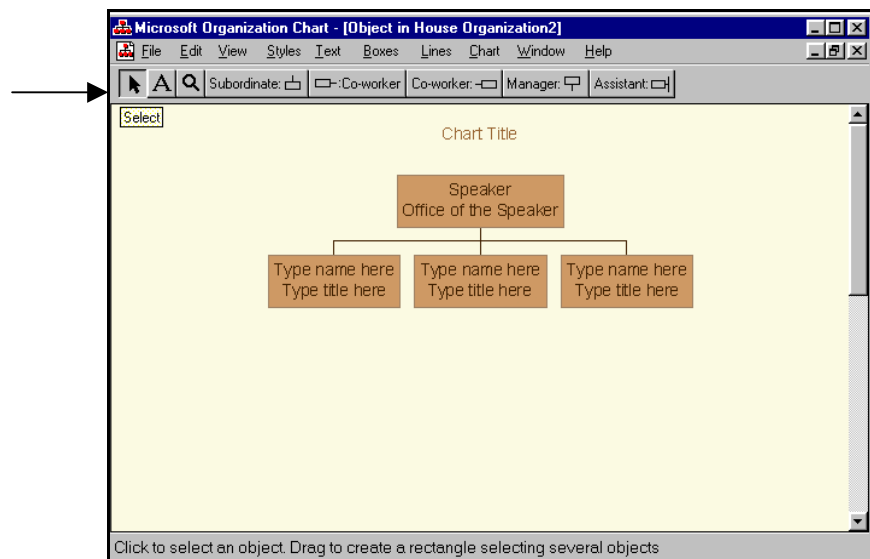


3. Click **Click to add title**.
4. Type *House Organization Chart*.



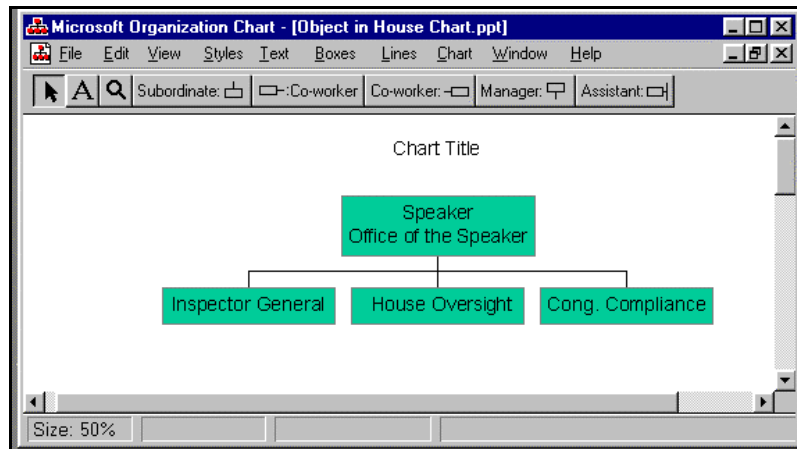
### Creating an organization chart

1. Double-click **Double click to add org chart**.
2. In the **Microsoft Organization Chart** window, click the **Manager** button.
3. Type *Speaker*, press ENTER, and type *Office of the Speaker*.
4. Click the **Select** button.

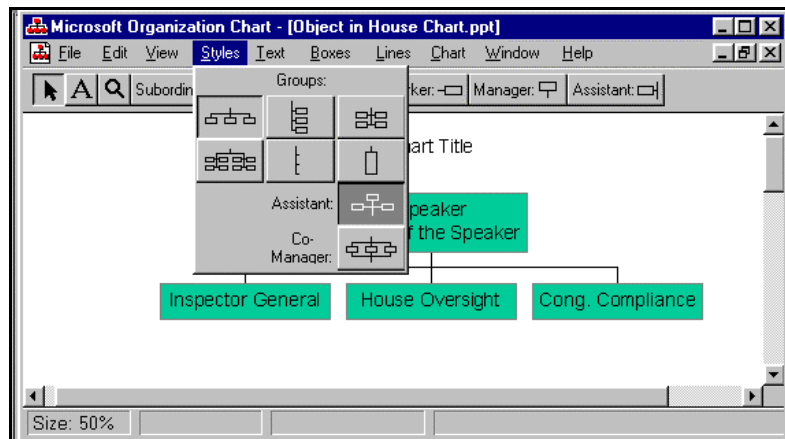


5. Click the leftmost chart box on the bottom row. The mouse pointer becomes an I-beam.
6. Select the text *Type name here*, and press BACKSPACE.
7. When <Name> appears, press ENTER, and type *Inspector General*.
8. Select the text *Type name here* in the middle chart box on the bottom row, and press BACKSPACE.
9. When <Name> appears, press ENTER, and type *House Oversight*.

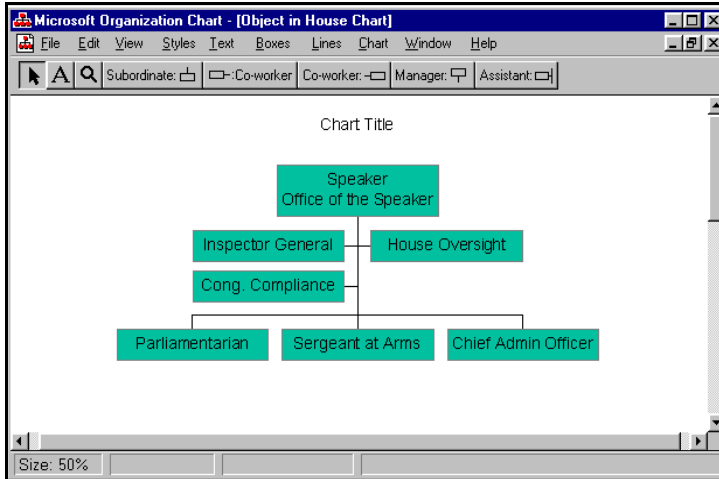
10. Select the text *Type name here* in the rightmost chart box on the bottom row, and press BACKSPACE.
11. When <Name> appears, press ENTER, and type *Cong. Compliance*.



12. Click the Inspector General chart box, and on the **Styles** menu, click the **Assistant** option.
13. Click the House Oversight chart box, and on the **Styles** menu, click the **Assistant** option.
14. Click the Cong. Compliance chart box, and on the **Styles** menu, click the **Assistant** option.



15. Click the **Subordinate** button, and click the Speaker chart box.
16. Click the new box, press ENTER, and in the <Title> field type *Parliamentarian*.
17. Click the **Right Co-worker** button, and click the Parliamentarian chart box.
18. Click the new blank box, press TAB, and type *Chief Admin Officer*.
19. Click the **Left Co-worker** button, and click the Chief Admin Officer chart box.
20. Click the new blank box, press TAB, and type *Sergeant at Arms*.



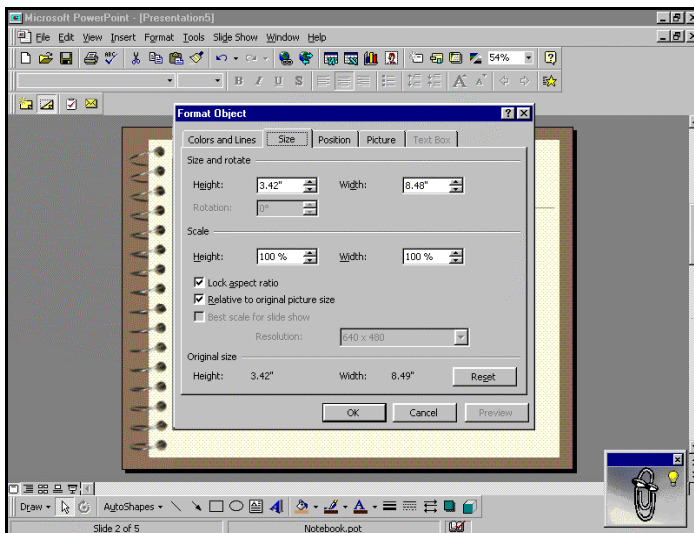
20. Select *Chart Title*, and press BACKSPACE.
21. On the **File** menu, select **Close and Return to House Organization**. (If PowerPoint asks whether you want to update the object, click **Yes**.)
22. On the **File** menu, click **Save**.

### ***Sizing your presentation***

You can change the size of charts and tables as they will appear in your presentations.

Changing the size of the organization chart

1. Right-click one of the organization chart boxes, and click **Format Object** on the menu, and click the **Size** tab.
2. Select **Lock aspect ratio** and **Relative to original picture size**.
3. In the **Scale Height** window, click the up arrow to **125%**, or type 125% in the box. Note that the **Width** value also changes.
4. Click **OK**, and click and drag the organization chart to center the chart on the notebook page.



Organization charts help you show more information than just people and positions. These charts can be used to show decision trees and options. PowerPoint 97 makes it easy to present information in charts. Teachers and students can use charts to show experiment results, surveys, or research.

## Using a table to display information

### Note

To change a number in a box:

Click the arrow.

– or –

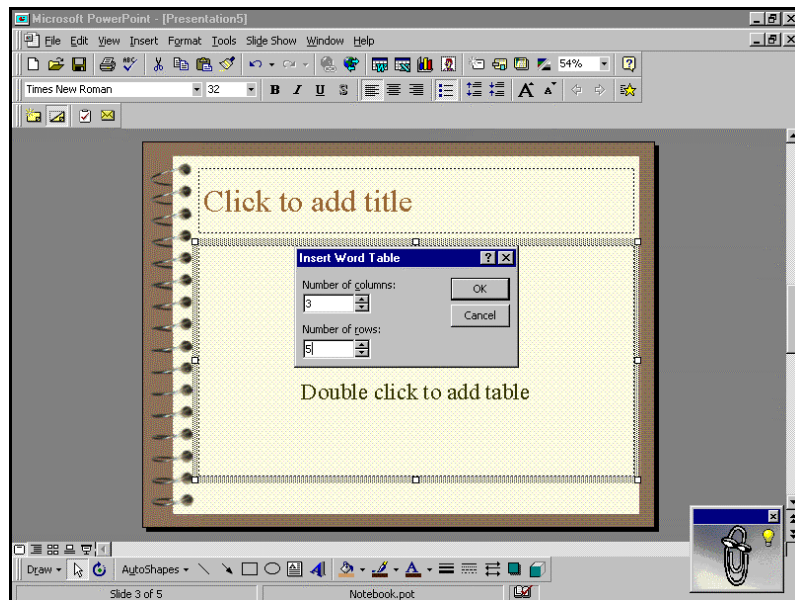
Select the number already in the box, and type the new number in its place.

Creating a new slide with a table

1. On the **Insert** menu, click **New Slide**.
2. Double-click the **Table** AutoLayout.

Creating a table

1. Double-click **Double click to add table**.
2. Under **Number of columns**, click the up arrow to 3.
3. Under **Number of rows**, click the up arrow to 5, and then click **OK**.



The table appears with rulers on the top and left. The rulers show column separators and allow you to place tabs. Once you have created a basic table, you can place your data on it.

Adding data to a table

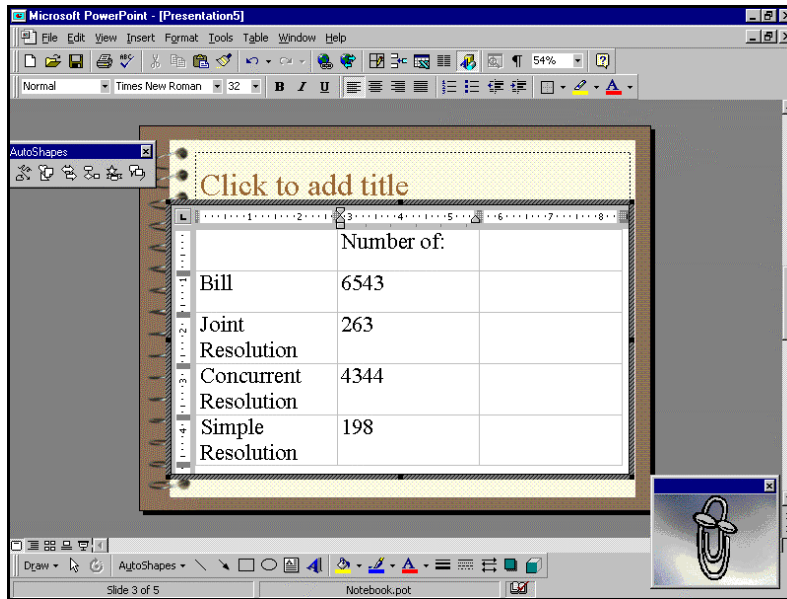
1. Click in the second cell of the first column, and type *Bill*.
2. Press the DOWN ARROW key, and type *Joint Resolution*.
3. Press the DOWN ARROW key, and type *Concurrent Resolution*.
4. Press the DOWN ARROW key, and type *Simple Resolution*.
5. Click in the first cell of the second column, and type *Number of:*
6. Press the DOWN ARROW key, and type 6543.
7. Press the DOWN ARROW key, and type 263.

### Note

Press TAB to move one column at a time to the right. Press the UP or DOWN ARROW to move from row to row.

## Using Charts and Tables with PowerPoint 97

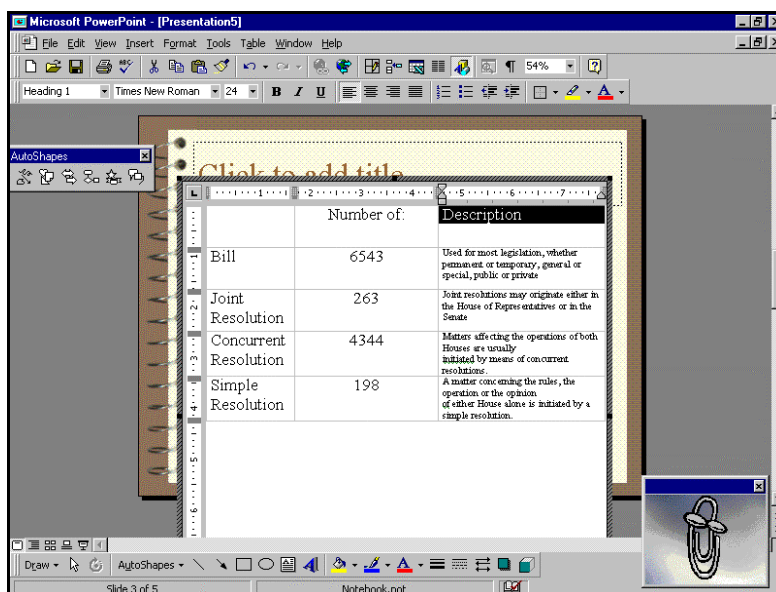
8. Press the DOWN ARROW key, and type 4344.
9. Press the DOWN ARROW key, and type 198.



You can modify the table fonts, font size, and styles to fit your information.

### Changing the font size of a table

1. To select the entire first column, position the mouse pointer above the first column, slowly move it down until it turns into a solid down arrow ↓, and click.
2. On the **Format** menu, click **Font**. Under **Size**, type 24, and click **OK**.
3. Repeat steps 1–2 on the second column.
4. Repeat steps 1–2 on the third column, only change the font size to 14.
5. Click the first cell of the third column, and type *Description*.
6. Select *Description*, and change the font to 24.
7. Press the DOWN ARROW key, and type *Used for most legislation, whether permanent or temporary, general or special, public or private*.
8. Press the DOWN ARROW key, and type *Joint resolutions may originate either in the House of Representatives or in the Senate*.
9. Press the DOWN ARROW key, and type *Matters affecting the operations of both Houses are usually initiated by means of concurrent resolutions*.
10. Press the DOWN ARROW key, and type *A matter concerning the rules, the operation or the opinion of either House alone is initiated by a simple resolution*.

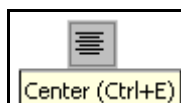


11. Click outside the table to return to the slide.

12. On the **File** menu, click **Save**.

#### Note

**Center** button:



### ***Adding a title to the chart***

Adding titles to your slides is easy. Titles help make sure that your students understand the point you are trying to make clearly and easily. Titles can be added at any time.

Adding a title to your slide

1. Click **Click to add title**, and type *Forms of Congressional Action*.
2. Select the title, and on the Formatting toolbar, click the **Center** button.

### ***Modifying the column size***

With PowerPoint 97, you can easily change column sizes and rows to make the slide look appealing and to fit all of your information on it.

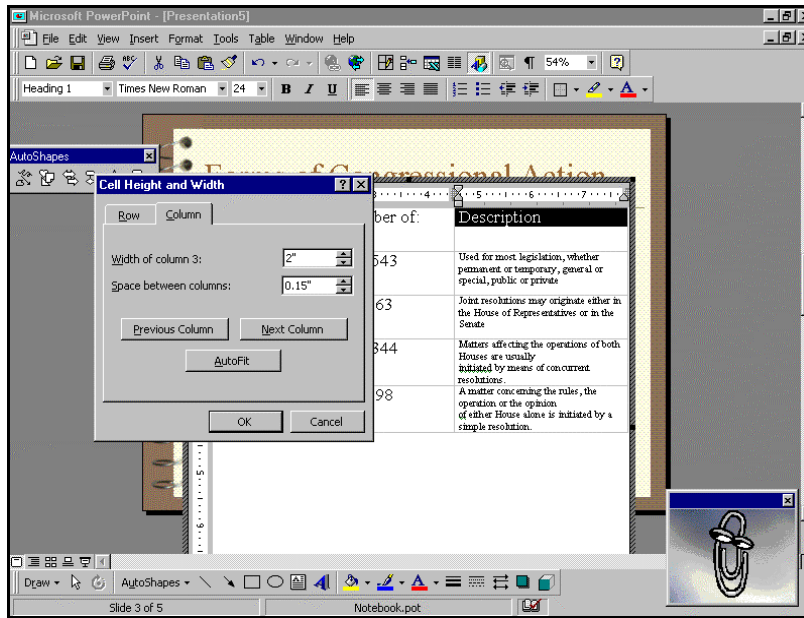
Changing the column size to fit your text

1. Double-click the table you have created.
2. Click anywhere in column 1.
3. On the **Table** menu, click **Cell Height and Width**.
4. On the **Column** tab, change **Width of column 1** to **2.0**, and then click **OK**.
5. Click anywhere in column 2.
6. On the **Table** menu, click **Cell Height and Width**.
7. In the **Column** tab, click **AutoFit** to automatically set the width of the column.
8. Repeat steps 6–7 for column 3.
9. Click outside the table to return to the slide.

#### Note

Because row and column size may vary with computer and monitor resolution, you may have to change columns when manually changing specifications.





### Selecting an AutoFormat

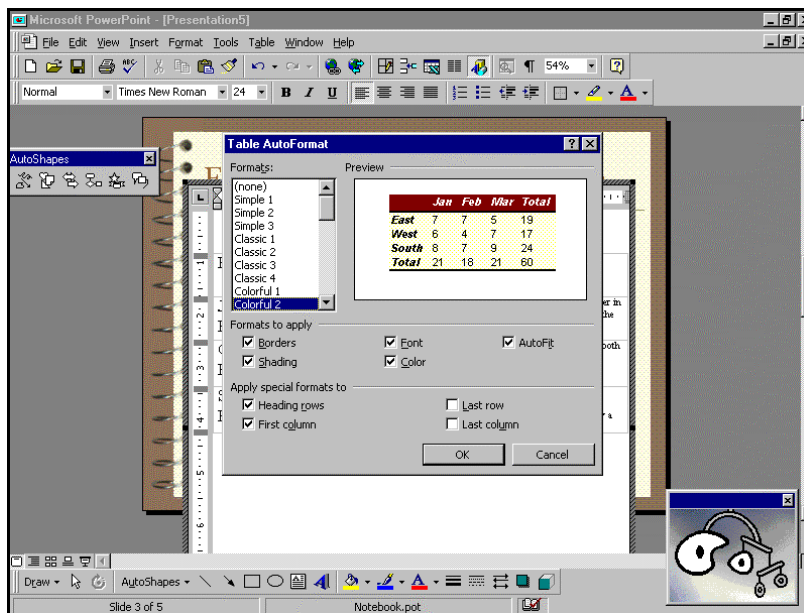
The Table AutoFormat feature makes it easy to customize a table.

Using Table AutoFormat

1. Double-click the table.
2. On the **Table** menu, click **Table AutoFormat**.
3. Under **Formats**, click **Colorful 2**, and click **OK**.
4. On the **File** menu, click **Save**.

### Note

Remember that you click outside the table to see the effect of Table AutoFormat on your chart.



## **Creating a pie chart**

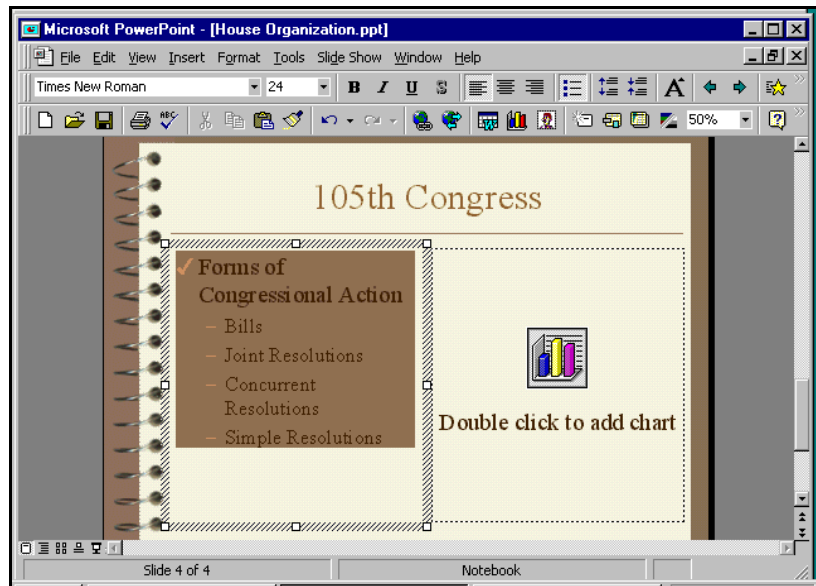
PowerPoint 97 integrates easily with other Microsoft Office 97 software. One way to make use of this connectivity is to use Microsoft Excel 97 to create charts for your presentation.

### ***Creating a new chart for a presentation***

Creating a new slide for a chart

PowerPoint 97 makes it quick and easy to create a slide layout with a chart.

1. On the **Insert** menu, select **New Slide**.
2. Double-click the **Text & Chart** AutoLayout.
3. Click **Click to add title**, and type *105th Congress*.
4. Click **Click to add text**, type *Forms of Congressional Action*, and then press ENTER.
5. Press TAB, type *Bills*, and then press ENTER.
6. Type *Joint Resolutions*, and press ENTER.
7. Type *Concurrent Resolutions*, and press ENTER.
8. Type *Simple Resolutions*.



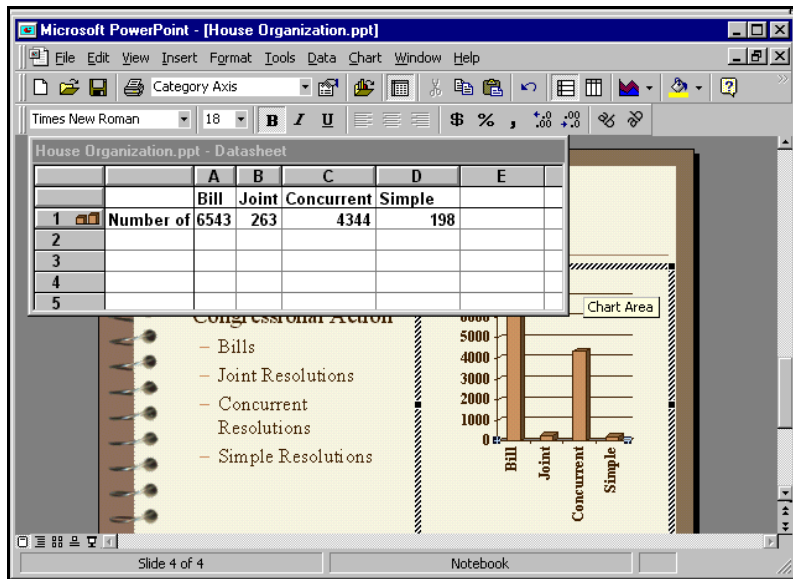
Now that your slide has a title and some explanatory text, you are ready to create the chart.

Creating a chart in PowerPoint 97

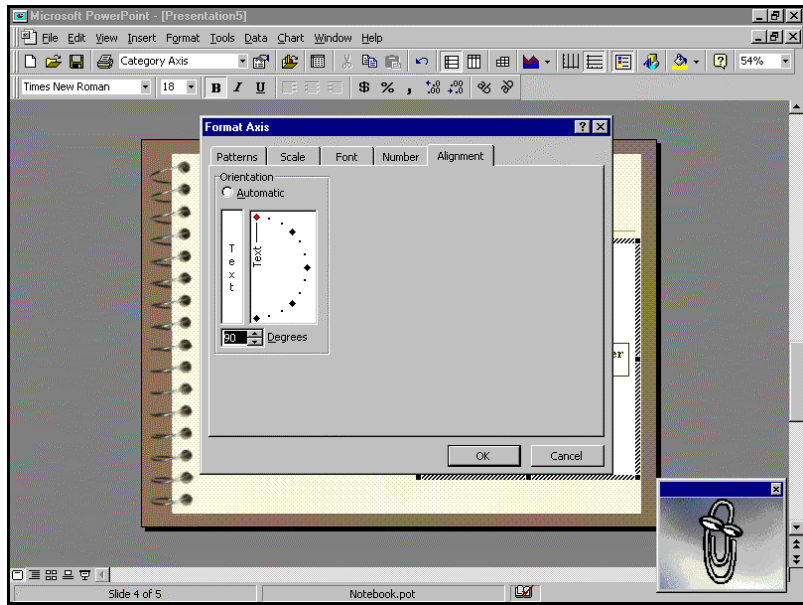
1. Double-click **Double click to add chart**.
2. In the House Organization—Datasheet window, click the first row in the first column.
3. On the **Edit** menu, position the pointer on **Clear**, and then click **All**.
4. Click the first cell in column A, and type *Bill*.

## Using Charts and Tables with PowerPoint 97

5. Press TAB to move to column B, and type *Joint*.
6. Press TAB to move to column C, and type *Concurrent*.
7. Press TAB to move to column D, and type *Simple*.
8. Click the cell to the left of cell A1, and type *Number of*.
9. Press TAB to move to cell A1, and type 6543.
10. Press TAB to move to cell B1, and type 263.
11. Press TAB to move to cell C1, and type 4344.
12. Press TAB to move to cell D1, type 198.
13. Position the mouse pointer between the top of columns A and B until it changes to a double arrow, and double-click to automatically set spacing.
14. Repeat Step 13 between columns B and C, C and D, and D and E.



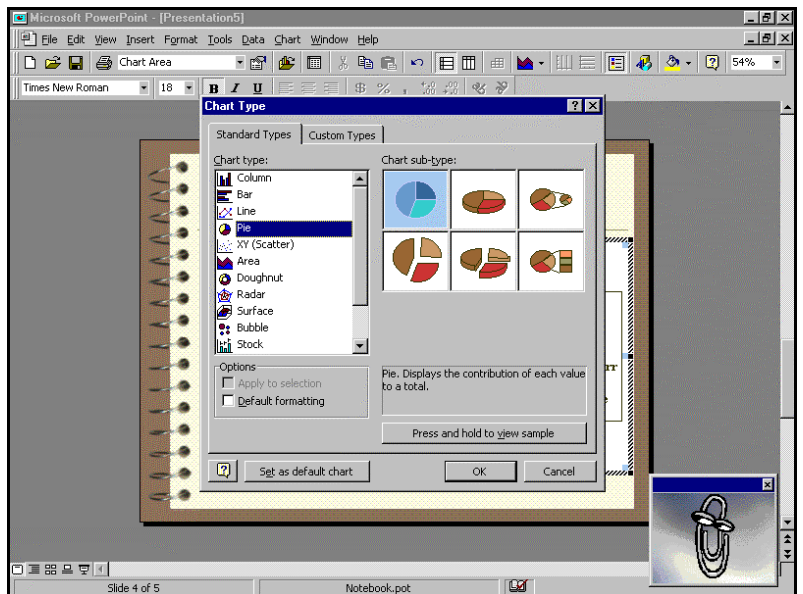
15. Where the chart appears on the slide, right-click *Bill*, and click **Format Axis**.
16. On the **Alignment** tab, move the red diamond to the top of the box, and click **OK**.
17. Click outside the table to return to the slide.



### Changing chart type

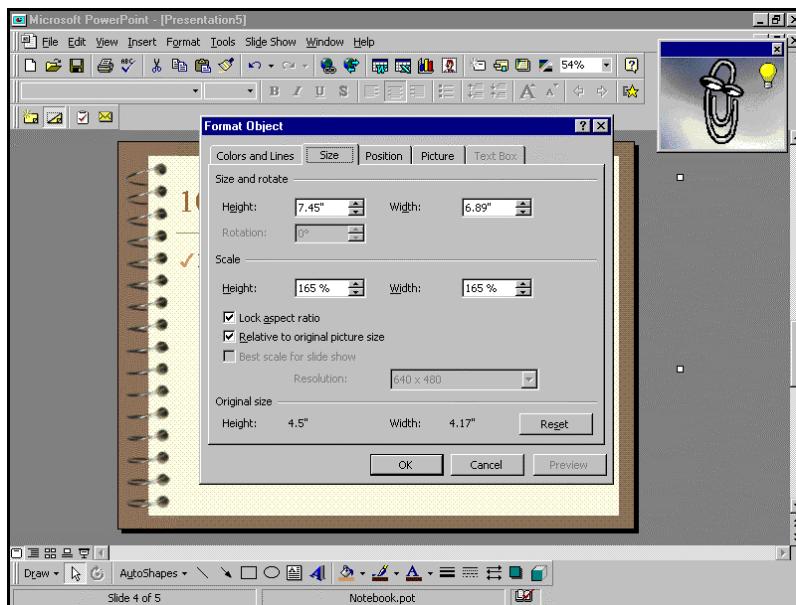
PowerPoint 97 offers a variety of chart types to use in presentations: column, bar, line, pie, XY (scatter), area, doughnut, radar, surface, bubble, stock, cylinder, cone and pyramid. You can change the chart type before or after you have entered the data.

1. Double-click the chart.
2. On the **Chart** menu, click **Chart Type**.
3. On the **Standard Types** tab, click **Pie**, and then click and hold **Press and hold to view sample**.
4. Click and view other chart types, then click **Pie**, and click **OK**.
5. Click outside the table to return to the slide.



### Changing chart size

1. Double-click the pie chart.
2. On the **Chart** menu, click **Chart Options**.
3. On the **Legend** tab, click **Show legend** to cancel the selection.
4. On the **Data Labels** tab, click **Show label and percent**, and click **OK**.
5. Click the text you previously entered to the left of the chart.
6. Right-click the chart, and click **Format Object**.
7. On the **Size** tab, in the **Scale Height** box type **165**, and then click **OK**.
8. On the chart, click **Bill**.
9. On the **Format** menu, click **Selected Data Labels**.
10. On the **Font** tab, change font size to 10, and click **OK**.
11. Click outside the table to return to the slide.
12. Click and drag the chart to fit its space on the slide.
13. On the **File** menu, click **Save**.



You can customize charts in many ways, depending on the type of information you are presenting. Using PowerPoint 97, you can quickly and easily change the font, color, orientation, chart type, and patterns to present your lessons effectively and engagingly.

## **How you can use what you learned**

Excel 97 and PowerPoint 97 work together to help you express your ideas powerfully. Tasks such as research projects and summarizing data especially benefit from using the fully functional Excel 97 spreadsheet program in your PowerPoint presentations. Choose the data that supports the ideas being presented, and use the information to create meaningful tables and charts. Students can use a combination of Excel 97 and Word 97 to collect information, and use PowerPoint 97 to share their efforts in and out of the classroom.

## **Extensions**

Explore ways to use PowerPoint 97 to present information to different audiences. For instance, the course information you present to parents at an open house is similar, but not the same as, the information you present to students. You may want to create a set of slides in PowerPoint 97 that show parents an overview of content, grade procedures, important dates, and your approach to working with students. Some of that information is important to students. However, you may also want to go into more detail with students on a fairly regular basis, or you may want to create handouts to support your lessons.

## **Summarizing what you learned**

In this chapter you have explored and practiced:

- Creating slide layouts for tables and charts.
- Creating an organization chart.
- Using a table to display information.
- Changing the size of a chart.
- Creating a pie chart.